AAIM EMPLOYERS' ASSOCIATION

Grammar & Proofreading

Typos, misspellings and grammatical errors can make your documents–and you–appear unprofessional and sloppy. In this class you will fine-tune your grammar and punctuation skills and learn how to avoid the most common writing errors. You will also learn how to proofread documents with greater speed and accuracy to catch and correct your own and others' errors.

At the end of this class you will be able to:

- Spot hard-to-see mistakes
- Proofread numbers accurately the first time
- Catch commonly missed grammar glitches
- Fix run-on sentences
- Easily follow punctuation rules

Topics that will be covered:

- Spelling and Your Kinesthetic Memory
- Grammar Glitches and How to Avoid Them
- Punctuation: Rules and Tips
- Standardized Proofreading Symbols
- The 12 Proven Proofreading Techniques
- Matching the Proofreading Technique to the Type of Material to be Reviewed

Prerequisites: Employees responsible for writing documents or emails that must be accurate and professional. Individuals who review and edit written material.

Advanced Preparation: There is no advanced preparation for this course.

Competencies: Written Communication

Delivery Method: Group-Live | **Course Level:** Basic to Intermediate | **Duration:** Full-day

Continuing Education/Recertification Credits: CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.